Adding an Additional Approver (Ad Hoc)

In ShopBlue, the initial approver of an ereq will have the ability to enter an additional approver known as an Ad-Hoc approver. Doing this will add a step in the requisition workflow.

1. When approving a requisition, under the “General” tab, select “Select” in the Additional Approver section.

   ![Select Additional Approver](image)

2. In the Ad-Hoc approver field, enter the name of the desired approver to filter results OR select the magnifying glass icon for additional search option. Any campus user, with the ability to approve is available to be an ad-hoc approver.

   ![Ad-Hoc Approver Search](image)
3. Add a comment in the “Comments” field if you wish to send a message to the ad-hoc approver.

4. After the Ad-Hoc approver screen is complete, select “Update”.

![Ad-Hoc Approver Screen](image)
5. Notice that the Ad-Hoc approver has been updated in the requisitions approval.

6. After adding the ad-hoc approver and approving the requisition, the requisition will be routed directly to the ad-hoc approver. Notice the additional step in the workflow below.